



# ASSET DECLARATION & BUDGET SURVEY FORM

ATM-FM07

To : Information Technology Service Office

From : AVM - Tampin breeder and farm

Date : 21st July 2021

## RE : IT ASSET DECLARATION 2021 & IT BUDGET SURVEY 2022

We refer to the above matter. The following is the declaration for AVM - Tampin breeder and farm :

### A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Printer (LaserJet)
1	1	1	1

### B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Nurul Maya Liyana Binti Yahya MD HAFIZUDIN B. MD ZIN	Desktop	Dell OptiPlex 790	AVM-TP01/ BMFT92S	TR2021 - JAN (PCA : 696210100 & CCA : 6962101003)
2.	Preecha Kwannoo	Laptop	Dell Latitude 3400	AVM- KTFRMNB01/ HM5BNT2	User not in AVM Kota
3.	Nurul Maya Liyana Binti Yahya MD HAFIZUDIN B. MD ZIN	Printer (LaserJet)	Dell B1265dnf	AVM-TPP01/ CMSK7S1	IP: 10.201.72.100

### C. Inactive IT Asset

The following asset list is not able to trace during IT Preventive Maintenance 2021 as confirmed by person in charge :

No.	User	Device	Model	Computer Name/ Serial No.	Remarks

We agreed that all inactive asset will be removed from IT Asset Listing.

### D. Pending Purchasing For 2021

Waiting for Vendor/IT Delivery

No.	User	Device	Model	PO No.	Asset ID	New Serial No.

Waiting for Purchase Request

No.	User	Device	Model	IO No.

### E. Budget Plan For 2022

No.	User	Device	Model	Computer Name/ Serial No.	Remark
1.	Nurul Maya Liyana Binti Yahya MD HAFIZUDIN B. MD ZIN	Desktop	Dell OptiPlex 790	AVM-TP01/ BMFT92S	TR2021 - JAN (PCA : 696210100 & CCA : 6962101003)

### Additional

No.	Device	Quantity	Purpose
1.	Laptop		
2.	Desktop		
3.	Printer		
4.	Others ( )		

Hereby, we clarify the information given is accurate and complete.


Thank you

Yours faithfully,

\*Approval is required for 'Budget Plan 2022' only. You may ignore this part if not related.  
Approved by,

  
(Head of Department/Fact/Egg/Hatchery)  
**Mr. Chatpist Raksa**  
General Manager  
INTERNAL USE  
Effective Date : 30 May 2018



  
MR. ~~PRAECHA~~ KWANCHOO  
(AVP and above)